

U.S. Treasury Department/Financial Management Service
External Judgment Fund System Access Request Form

* All required fields have an asterisk

TO ENSURE ACCURACY, PLEASE TYPE OR PRINT CLEARLY.

Section I - User Information (Please Print):

Effective Date: ____/____/____

*Agency Location Code(s) [ALC(s)]: _____

*Agency Name: _____

*Bureau Name: _____

*User Name: _____

*User SSN: _____

*User Phone No.: _____

*Room No.: _____

*Street Line 1: _____

Street Line 2: _____

Street Line 3: _____

Street Line 4: _____

Street Line 5: _____

*City: _____ *State: ____ *Zip: _____

Internet Email Address: _____ *Fax No.: _____

*Supervisor Name: _____

*Supervisor Title: _____

*Supervisor Phone No: _____

*Room No.: _____

Supervisor Signature: _____

Section II – Judgment Fund Access Requested:

Action: ☐ Add ☐ Revoke ☐ Modify

Reason: ☐ New ☐ Transfer ☐ Change

This form is in compliance with the Privacy Act of 1974 (Section 552a, 5 U.S.C.), Section 301, 5 U.S.C., Section 3105, 44 U.S.C., 18 U.S.C. 3056, and the Treasury Departmental Offices Directive DO 216. The information you provide on this form will be used principally to aid in the completion of your access request to FMS systems. All or part of this information may be furnished to Federal, State, local and public agencies in the event a violation of law is disclosed.

Completion of this form is voluntary; however, failure to complete the form requested will result in no consideration for access to FMS systems. Although no penalties are authorized if you do not provide the requested information, failure to supply information will result in your not receiving access to FMS systems.

Disclosure of your Social Security Number (SSN) is mandatory under E.O. 9397 for use solely as an identifier. The use of the SSN is made necessary because of the large number of people who have identical names and birth dates and whose identities can only be distinguished by the SSN.

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Section III – Judgment Fund Processing Information:

ACCESS ROLES	
Agency User	
Agency CFO	
Multiple Department Level	
FASD Judgment Fund Staff	

Section IV – FMS Authorization:

Application Sponsor: _____

Date: ____/____/____

Send to:

Wayne Jones
Financial Management Service
Financial Accounting & Services Division
3700 East-West Highway, Room 6E15
Hyattsville, MD 20782

202-874-9522 (FAX)

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Instructions for Completing the External Judgment Fund System Access Request Form

Section I – User Information

Effective Date: User's action requested date. If left blank, effective date will be date entered into FMS's system.

Agency Location Code(s) [ALC(s)]: Four/eight digit code(s). Include all ALCs for input/viewing purposes.

Agency Name: Name of government organization to the most specific level.

Bureau Name: If applicable.

User Name: User's full name: first, middle, last.

User SSN (Social Security Number): Submission of the applicant's SSN is a requirement for receiving access to FMS resources. SSNs will be accessible only to FMS staff charged with controlling access to resources. The staff will use the SSNs only to uniquely identify applicants or users.

(Under this heading please include user's phone number, room number, and address (street, city, state, and zip.)

Internet Email Address: User's Internet Email address, which is different from user's local LAN email address.

Fax No.: User's fax number.

Supervisor Name: Supervisor's full name: first, middle, last.

(Under this heading please include supervisor's title, phone number, room number and signature.)

Section II – Judgment Fund Access Requested

Action:

Add - Add user.

Revoke - Remove user from system.

Modify – Change information appearing in the User Information Section

Reason:

New - User is new to the resource being requested.

Transfer - User has transferred from unit/user's requirements have changed (e.g., system access).

Change - User's personal information has changed.

Section III – Judgment Fund Processing Information

This section will be completed by FMS.

Section IV- FMS Authorization

Application Sponsor: To be signed by Judgment Fund Management Team.